

Regular

May 15

2018

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 15, 2018 at the Bainbridge Branch.

Call to Order and Roll Call: President Kate Pitrone called the meeting to order at 4:04 and conducted roll call.

Present: Gordon Burgess, Karen Delano, Paul Newman, Kate Pitrone, Raymond Rundelli, Jake Yanchar, Ed Worso - Director, Kris Carroll - Assistant Director, and Lisa Havlin - Fiscal Officer.

Excused: Josh Hutchinson

Also Present: Chris Reda, Lori Weber, Eric Coulbourne, Judy Lasco, Marlene Pelyhes, Patrick Jolly, Mike Pope, Rachael Hartman, Lisa Mertel, Nick Fagan, Robin Kuhlman.

Minutes: Exhibit 05/18/A
The minutes of the April 17 regular meeting were approved upon motion by Raymond Rundelli, seconded by Paul Newman. The motion passed.

Communications: Exhibit 05/18/B
In addition to the communications included in the board packet, Ed shared an informational packet from the Cleveland Sight Center.

Agenda: Exhibit 05/18/C
Paul Newman made a motion, seconded by Jake Yanchar to approve the agenda. The motion passed.

Fiscal Officer's Report: Exhibit 05/18/D
Approval of Disbursements and Gifts Exhibit 05/18/E
Gordon Burgess made a motion, seconded by Jake Yanchar, to approve the monthly disbursements and gifts as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar
Nays: None

Approval to add First National Bank investment accounts
Jake Yanchar made a motion, seconded by Paul Newman to approve addition of First National Bank investment accounts. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar
Nays: None

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Approval of Resolution 03-18: Advance Tax Collection

Exhibit 05/18/F

Raymond Rundelli made a motion, seconded by Paul Newman to approve Resolution 03-18, Advance Tax Collection, as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar
Nays: None

Approval to add accounts to track bond proceeds and expense

Gordon Burgess made a motion, seconded by Paul Newman to approve the addition of accounts as listed in the Fiscal Officer's report for tracking bond monies. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar
Nays: None

Approval of Amended Appropriations

Exhibit 05/18/G

Paul Newman made a motion, seconded by Raymond Rundelli to approve the amended appropriations as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar
Nays: None

Approval of Fund Transfer

Paul Newman made a motion, seconded by Jake Yanchar to approve the transfer of funds as listed in the Fiscal Officer's report from the general fund to the debt service fund. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar
Nays: None

Approval of Pitney Bowes Contract

Exhibit 05/18/H

Paul Newman made a motion, seconded by Raymond Rundelli to approve the lease contract with Pitney Bowes as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar
Nays: None

2019 Budget Hearing

Lisa reported that the Geauga County Budget Commission's 2019 Hearing will be held Tuesday, August 14, 2018 at the Geauga Auditor's Office, 231 Main Street, Chardon.

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Director's Report:

Exhibit 05/18/I

Approval of Staff Education Assistance Request

Gordon Burgess made a motion, seconded by Paul Newman to approve Staff Education Assistance requests for Amy Lydan and Serena Gumal. The motion passed.

Amy Lydan (toward MLIS from Kent State University) \$2376.50

- LIS 60601-002 Info Sources & Reference Services
- LIS 60618-002 Info Literacy Initiatives & Instruction
- LIS 60636-001 Knowledge Organization Structures

Serena (Chris) Gumal (toward MLIS from Kent State University) \$397.75

- LIS 60614 Selection and Acquisitions of Library Materials

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Approval of Admin Center construction change order

Exhibit 05/18/J

Gordon Burgess made a motion, seconded by Jake Yanchar to approve the IAP change order as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Approval of Bluebird Bookmobile donation to Madison Library

Exhibit 05/18/K

Paul Newman made a motion, seconded by Jake Yanchar to approve the donation as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Memorandum of Understanding with OhioMeansJobs Geauga

Exhibit 05/18/L

Ed shared the Memorandum of Understanding between OhioMeansJobs Geauga and the Libraries serving Geauga Residents with the Board.

Assistant Director's Report:

Exhibit 05/18/M

Staff Day Invitation

Exhibit 05/18/N

Kris presented the Staff Day invitation and invited the Board members to attend.

Human Resources Report:

Exhibit 05/18/O

Human Resource Actions

Exhibit 05/18/P

Gordon Burgess made a motion, seconded by Raymond Rundelli, to approve the Human Resource Actions as presented in the board packet. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

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Local Manager Report:

Bainbridge manager, Eric Coulbourne, reported on the upcoming book sale, and the start of Summer Reading. The Summer Reading kickoff will include two bands and food trucks. The Herb Society will hold a garden party to enjoy the herb garden outdoors. Mary Balog is welcomed as the new BA Head of Youth Services. Morgan Spehar received a mentoring certificate.

Committee Reports:

Personnel Committee

Exhibit 05/18/Q

Organizational Chart

Gordon Burgess made a motion, seconded by Raymond Rundelli, to approve the Organizational Chart change as recommended. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Job Description – Head of Youth Services

Exhibit 05/18/R

Gordon Burgess made a motion, seconded by Raymond Rundelli, to approve the Job Description change as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Policy 630 FMLA

No motions given, tabled until June 2018 meeting.

Policy 723 Personal Time

Exhibit 05/18/S

Raymond Rundelli made a motion, seconded by Gordon Burgess to approve the change to the Personal Time policy as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Policy 721 Full Time Vacation

Discussion was moved to Executive Session at end of meeting.

Finance Committee

Budgetary Level of Control

Gordon Burgess made a motion, seconded by Paul Newman to approve the budgetary level of control as presented at the board meeting. The board requested that appropriation amendments be included in the Fiscal Officer's monthly report. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

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New Business:

Discard List

Exhibit 05/18/T

Jake Yanchar made a motion, seconded by Karen Delano to approve the discard list as presented. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Board Development: None

Foundation:

There will be more discussion of future fundraisers at the upcoming meeting. Members will be reviewing the code of regulations, as well.

Executive Session:

Raymond Rundelli made a motion, seconded by Karen Delano to move to Executive Session, to discuss compensation of public employees. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Executive session commenced at 4:56pm. The board returned to the regular meeting at 5:10pm.

Policy 721 Full Time Vacation

Exhibit 05/18/U

Raymond Rundelli made a motion, seconded by Jake Yanchar to approve changes to the vacation policy and resulting compensation changes as presented at the board meeting. The motion passed.

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Adjournment: Raymond Rundelli made a motion, seconded by Jake Yanchar, to adjourn the meeting. The motion passed and the meeting adjourned at 5:12 P.M.

Kate Pitrone, President

Gordon Burgess, Secretary